

## OFFER OF CONDITIONAL LICENSE

### CERTIFIED MAIL OR HAND DELIVERY

Dear

On \_\_\_\_\_, I conducted an Informal Review regarding the above-named facility. Based upon my findings from the Informal Review, I am offering you an opportunity to request a Conditional License that will enable you to continue operating the facility while correcting the noted violations.

If you accept this Offer for a Conditional License:

- You will be required to attend a meeting with representatives of the Department.
- You will enter into a Conditional License Agreement that will set out the terms of the Conditional License.
- The Department will give you a written list of the substantiated violations against the above-named facility and an agreed-upon Corrective Plan addressing each violation.
- You must immediately and voluntarily surrender your current operating license. Upon surrender of your current license, the Department will issue a Conditional License for the continued operation of the facility. **You are required to bring your current license with you to this meeting. A copy will not be acceptable.**
- You must immediately withdraw an application for renewal of your license if one has been filed.
- The Conditional License is valid for six months from the date the Conditional License Agreement is signed by you and the Department. The Conditional License cannot, under any circumstances, be renewed or extended. Upon expiration of the Conditional License, the facility must cease operation, unless you make a timely application for and receive a new license before the expiration of the Conditional License.
- You must comply fully with the terms of the Conditional License Agreement, correct all violations and achieve full compliance with all licensing standards within 150 days of the start date of the Conditional License, and remain in full compliance with all licensing standards until the expiration date of the Conditional License.
- You and the facility must submit to and comply with announced and unannounced monitoring visits by the licensing representative during the term of the Conditional License.

- You must submit a timely, complete and accurate application for a new license for the facility no later than 90 days prior to the expiration date of the Conditional License if you wish to continue operating the facility after the Conditional License expires. If you submit a timely, complete and accurate application for a new license, the Department will complete a licensing study to determine if you complied with the terms of the Conditional License Agreement, corrected all violations, and the facility is in full compliance with all applicable licensing standards at the time of the licensing study. The Department will base the decision to issue a new license upon this licensing study.

**Your request for a Conditional License must be sent to me in writing, by mail or fax, within 10 days from the postmark on this Offer. Failure to respond to this Offer within 10 days will result in immediate action to revoke or refuse to renew the license for the facility. Send your request to:**

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Regional Licensing Administrator/Foster Home Licensing Manager

cc: